

Application and Verification Guide

Introduction	1
Chapter 1: The Application Process: FAFSA to ISIR	5
TYPES OF APPLICATIONS.....	5
<i>FAFSA on the Web (FOTW), FAA Access to CPS Online, Paper FAFSA, FAFSA on the phone, The personal identification number (PIN), Renewal FAFSA</i>	
PROCESSING THE FAFSA.....	7
OUTPUT DOCUMENTS: THE SAR AND ISIR.....	8
DEADLINES.....	9
Chapter 2: Filling Out the FAFSA.....	11
STEP ONE: GENERAL STUDENT INFORMATION.....	11
<i>Questions 1–32 (including drug conviction question)</i>	
STEP TWO: STUDENT/SPOUSE INCOME AND ASSETS	14
<i>Questions 33–45 (and questions 80–93 for parents), Zero income, Qualified education benefits, Reporting "take-back" mortgages, Reporting trust funds, Ownership of an asset</i>	
STEP THREE: DEPENDENCY STATUS.....	24
<i>Questions 46–58, Veteran match, Who counts as a parent, Other sources of support for children and other household members, Dependency overrides, Reporting information in cases of death, separation, divorce, and remarriage, Students without parent support</i>	
STEP FOUR: PARENTS' INFORMATION (DEPENDENT STUDENTS ONLY).....	32
<i>Questions 59–79, 83 (see Step Two for discussion of questions 80–82, 84–93)</i>	
STEP FIVE: FOR INDEPENDENT STUDENTS ONLY	35
<i>Questions 94–101</i>	
STEP SIX: SCHOOL INFORMATION.....	36
<i>Question 102</i>	
STEP SEVEN: SIGNATURE REQUIREMENTS	37
<i>Questions 103–107, Signatures for electronic applications, Signature requirements chart, Substitutes for a parent's signature</i>	

Chapter 3: Expected Family Contribution (EFC)	41
GENERAL INFORMATION	41
SIMPLIFIED FORMULA.....	41
AUTOMATIC ZERO EFC	42
DEPARTMENT OF DEFENSE MATCH AND IRAQ AND AFGHANISTAN SERVICE GRANT	42
ALTERNATE EFCS.....	43
FORMULA A — DEPENDENT STUDENTS.....	43
<i>Parents' contribution, Student's contribution from income, Student's contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA B — INDEPENDENT STUDENT WITHOUT DEPENDENTS OTHER THAN A SPOUSE	47
<i>Contribution from available income, Contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA C — INDEPENDENT STUDENT WITH DEPENDENTS OTHER THAN A SPOUSE	49
<i>Available income, Contribution from assets, Calculation of student's EFC, Alternate EFCs for other than nine-month enrollment</i>	
EFC WORKSHEETS	53
<i>Formula A, Formula B, Formula C</i>	
Chapter 4: Verification	81
REQUIRED POLICIES.....	81
APPLICATIONS TO BE VERIFIED.....	82
<i>30% Verification option, Verification exclusions</i>	
REQUIRED VERIFICATION ITEMS.....	85
<i>General documentation requirements and the verification worksheets, Household size, Number enrolled in college, Adjusted gross income (AGI) and U.S. income tax paid, Tax documents: special situations and alternatives, Untaxed income and benefits, Using a joint return to figure individual AGI and taxes paid</i>	
COMPLETING THE PROCESS	91
<i>Interim disbursements, Selection after disbursement, After documentation is complete, Verification tolerance, Deadlines and failure to submit documentation, Late disbursements, Verification status codes, Verification worksheets (dependent and independent students)</i>	

Chapter 5: Corrections, Updates, and Adjustments	101
CORRECTING ERRORS.....	101
<i>Options if error doesn't affect eligibility, Options if correction increases eligibility, Options if correction decreases eligibility</i>	
UPDATING	102
<i>Dependency status, Household size and number in college, Effect on previous disbursements</i>	
HOW TO SUBMIT CORRECTIONS AND UPDATES.....	103
<i>Using FAFSA on the Web (FOTW), Submitting changes via FAA Access to CPS Online, Using the Student Aid Report (SAR) to make corrections, Adding schools and changing a student's address</i>	
PROFESSIONAL JUDGMENT.....	104
CONFLICTING INFORMATION	106
<i>Subsequent ISIRs, Discrepant tax data, Resolution of conflicting information</i>	
REFERRAL OF FRAUD CASES.....	107
<i>Office of Inspector General address and phone numbers</i>	
Chapter 6: Applying for Stafford and PLUS Loans	109
APPLYING FOR AID AND COMPLETING THE MPN	109
<i>Required borrower information on MPN</i>	
MULTI-YEAR MPN AND WHEN A NEW MPN IS REQUIRED	109
<i>The confirmation process, Declining the use of the multi-year MPN</i>	
PLUS MPN	111
<i>Special notes about Direct PLUS MPNs for graduate/professional borrowers, Establishing graduate/professional PLUS eligibility, PLUS loan origination, Adverse credit history and use of endorser, Establishing a confirmation process for your students</i>	

